



COUNTY OF LOS ANGELES
invites applications for the position of:

HUMAN RESOURCES ANALYST III (Organizational Development/Trainer)

SALARY: \$34.76 - \$45.58 Hourly
\$6,047.56 - \$7,931.74 Monthly
\$72,570.72 - \$95,180.88 Annually

OPENING DATE: 07/02/15

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



DEPARTMENT OF HUMAN RESOURCES

FILING DATES: 7/6/2015 - Until the needs of the service are met and is subject to closure without prior notice.

EXAM NUMBER: R1912R

TYPE OF RECRUITMENT Open Competitive Job Opportunity

CLASSIFICATION STANDARDS:

Positions allocable to this class are restricted to the Human Resources Department and analyze and make independent recommendations for the solution of problems in administration of Countywide programs at full journey level. The positions carry out assignments in programs such as compensation, examining, classification, environmental health and safety, benefits administration, appeals and advocacy. The incumbents must demonstrate knowledge of Countywide programs sufficient to perform the more difficult duties of the position, under general supervision.

ESSENTIAL JOB FUNCTIONS:

Determine Countywide training needs related to recruitment, development, engagement, and retention by utilizing assessments, surveys, focus groups, employee feedback, and consultations with subject matter experts and/or management.

Research, develop/design, plan, record, multi-media virtual/online training modules/program covering employee recruitment, development, engagement, retention, and other succession and workforce planning topics, including original content creation, implementation, and administration/logistics.

Design and deliver in-person training utilizing PowerPoint presentations, classroom learning/demonstrations, exercises, group discussions, brown bag luncheons, etc.

Develop high-quality written training content/materials, such as instructional manuals, guides, handouts, executive summaries/fact sheets, and other reference/support materials, (e.g., "how-to" instructional guides on coaching, onboarding, recruitment advertising, stay interviews, succession planning, and leadership development).

Work on the implementation and management of training content, learning strategies, and related evaluations.

Gain rapid expertise in various talent management-related topics to establish technical credibility and enable/facilitate discussion and address trainee questions, concerns, and needs.

Advise employees in developing personal/individualized learning plans to support self-directed and experience-based learning.

Compile data and create reports detailing training needs, participation, and effectiveness by using Excel and/or Access (or equivalent database software).

Evaluate the effectiveness of training content and delivery through assessments, observations, in-person interactions, surveys, and data analysis, (to assess interest, comprehension, relevance, quality, application, utility, and ROI).

Revise/modify, and update training content to incorporate new content/technology/industry-practices, feedback/training evaluation results, and adapt to evolving needs and circumstances of trainees or the organization, (i.e., changes in division/department strategic plans or policies, alignment with other initiatives, emerging needs, etc.).

Maintain up-to-date knowledge of current (industry/best) practices and empirically supported methods of training and employee/organizational development through peer-reviewed journals, industry publications, third-party vendors, and SME focus groups.

Conduct other organizational development research as needed.

REQUIREMENTS:

SELECTION REQUIREMENTS

One year of experience in the design, administration, and evaluation of organizational and employee development programs at the level of the County of Los Angeles class of Human Resources Analyst II* or higher.

License Required

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Physical Class II –

Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Special Requirement Information

* Experience performing work at the level of Human Resources Analyst II includes analyzing and making recommendations, under general supervision, for the solution of problems in organizational and employee development programs .

ADDITIONAL INFORMATION:

Examination Content

This examination will consist of three (3) parts:

PART I:

A written test, weighted 35%, that contains both computerized and paper-and-pencil components, covering written expression, data analysis & decision making, reading comprehension, deductive reasoning, professional potential, achievement, independence, influence, confidence and optimism, and reliability.

Only those candidates who pass the written test will be eligible to proceed to the writing assessment. Candidates who are unsuccessful on written test (Part I) will be notified by mail. Scores cannot be given over the telephone.

Candidates who have taken identical written test parts for other exams within the last 12 months will have their written test scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be

transferred to the new examination and you may not be allowed to re-take any identical test parts for at least a year.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

PART II:

A writing assessment weighted 15% which will assess writing ability, ability to comprehend written information, ability to analyze and interpret data, and ability to utilize software programs specifically word processing (e.g., MS Word).

Only those candidates who pass the writing assessment will be eligible to proceed to the structured interview (Part III). Candidates who are unsuccessful on writing assessment (Part II) will be notified by mail. Scores cannot be given over the telephone.

PART III:

A structured interview, weighted 50%, will assess job preparation; interpersonal and oral communication skills; analytical and decision-making ability; work skills; and adaptability and dependability.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible register.

Invitation letters for the examination may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add jmcfarland@hr.lacounty.gov to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

No person may compete for this examination more than once every 12 months.

Vacancy Information

The resulting eligible register will be used to fill vacancies within the Talent Management Unit in the Department of Human Resources.

AVAILABLE SHIFT: Any

APPLICATION AND FILING INFORMATION

APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN PERSON WILL NOT BE ACCEPTED.

Apply online by clicking the tab that reads "Apply to Job". You can also track the status of your application using this system. Any required documents must be uploaded before the promulgation of the register. We must receive your application by 5:00 pm on the last day of filing.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Please fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the selection requirements. Please provide any relevant education, training, and experience in the spaces provided so your qualifications can be evaluated. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. Utilizing verbiage from class specifications and selection requirements serving as your description of duties will not be sufficient to demonstrate that you meet requirements. Doing so may result in an incomplete application and you may be disqualified.

SOCIAL SECURITY NUMBER:

All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their OWN user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

ADA Coordinator Email: adarequests@hr.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

California Relay Services Phone: (800) 735-2922

Department Contact Name: Jeremiah McFarland

Department Contact Phone: 213-738-2084

Department Contact Email: jmcfarland@hr.lacounty.gov

Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://hr.lacounty.gov>

Los Angeles, CA 90010

after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://dhr.lacounty.info> and clicking on Job Information Center, then clicking on Employment Test Preparation. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Position #R1912R
HUMAN RESOURCES ANALYST III (ORGANIZATIONAL
DEVELOPMENT/TRAINER)
JM